

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY
USAF ACADEMY COLORADO

18 November 2002

MEMORANDUM FOR DISTRIBUTION O

FROM: HQ USAFA/FMF

SUBJECT: SF 1164, Claim for Reimbursement for Expenditures on Official Business, for Local Area Travel and Registration Fees

1. The SF 1164 may be used to claim reimbursement for travel at personal expense on official business within and around a permanent duty station (local area) when government transportation is not available. *LOCAL AREA DEFINITION: The local area vicinity travel boundaries for the USAF Academy are defined as Denver, CO, to the north, Pinon Canyon, CO to the south; Limon, CO, to the east; and Leadville, CO, to the west. If official travel is to points outside this area, official travel orders are required in accordance with the Joint Federal Travel Regulation and AFI 65-103, Administrative Orders.*

a. Military transportation must be used to the maximum extent possible. Reference AFI 24-301, Vehicle Operations, Chapter 2, which outlines the priorities that should be followed to meet mission requirements when vehicle transportation is essential to the performance of official business. Commanders should only approve the use of a Privately Owned Vehicle (POV) if it is deemed more advantageous to the government. Call 10 ABW/LGT at ext 3-2231 to arrange government transportation. The 10 ABW/LGT will also issue non availability statements if commanders want to require this statement before approving SF 1164 for reimbursement of local area travel. The SF 1164 filed for reimbursement of POV mileage in the local area will not be processed by the travel section unless signed by the commander/director or their deputy. Resource Advisors are also required to enter the correct accounting classification and initial the SF 1164.

b. SF 1164 may also be used when claiming reimbursement for authorized expenditures in connection with a TDY, which are not included in the basic travel order. These authorized expenditures must be approved by the TDY orders approving official and filed with the final travel settlement voucher, DD Form 1351-2.

2. SF 1164 should NOT be used when claiming reimbursement of registration fees that are for local area (see local area definition above) training or conferences, except as provided in paragraph 3. These registration fees should be paid for by the unit using the International Merchant Purchase Authorization Card (IMPAC). If the IMPAC is not accepted by the conference host, payment of the registration fee should be on a DD Form 1556 or on an AF Form 9, Purchase Order Request. Please annotate on the AF Form 9 that the vendor will not accept the IMPAC or DD Form 1556.

a. Do not use SF 1164 to claim reimbursement for registration fees when the registration fee is part of a Temporary Duty (TDY). **The registration fee must be authorized in the travel order.** Do not use DD Form 1556 or IMPAC. TDY orders may be completed in advance to accommodate early payment of a registration fee by the traveler. The traveler must use their government travel charge card, personal credit card, or personal check to pay these registration fees. You may request a travel advance if the government travel charge card bill needs to be paid before you are able to file the final travel settlement voucher. Bring your travel orders and the registration fee receipt to the Travel Section in Harmon Hall, room 220. This payment is only an advance. The registration fee and advance must both be annotated on your final travel settlement voucher.

3. When the registration fee in the local area cannot be paid using IMPAC, DD Form 1556 or AF Form 9 complete SF 1164 and submit to the Accounting Liaison Office located in Harmon Hall, room 224. The SF 1164 must contain the following statement: "I certify this claim is true and correct and proper and there was an urgent and unforeseen public necessity for the expenditure of my personal funds; and that payment or credit has not been received". The claimant signs and dates the certification. The commander/director must approve. No further delegations are authorized. For local area travel involving both mileage and registration fees a separate SF 1164 must be completed for mileage and registration fee reimbursement and filed with the Travel Section and Accounting Liaison Offices respectively, after proper routing through the resource advisor and commander.

4. The SF 1164 is not a catch all for reimbursement purposes. Basically you will use SF 1164 for reimbursement of local area mileage as outlined in 1 above and only as a last resort for local area registration fees. On any local area registration fees exceeding \$2,500 you must use a DD Form 1556 or an AF Form 9. Thorough planning and knowledge of proper procurement procedures will prevent individuals being held financially liable or subject to disciplinary action for unauthorized commitment of government funds.

5. This memorandum supersedes all previous memorandums, same subject.


TERRY W. ANDERSON, DAFC, USAF
Chief, Financial Services